

22 APR 1964

DOF 64-2358

64-14391A
Pm

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Acting Deputy Director for Support *HXL*

23 APR 1964

STATINTL

SUBJECT : Nomination of [REDACTED] for the Distinguished Service Awards Program of the Training Officers Conference

STATINTL

1. This memorandum transmits for your signature a letter nominating [REDACTED] for the Eighth Distinguished Service Awards Program, sponsored by the Training Officers Conference. The nominating documents have been approved by the Deputy Director of Security.

2. The Training Officers Conference (TOC) is an organization of training officers in Government agencies and major business organizations in the Washington area. Dr. Manes Spector, Chairman of TOC, has invited you to make nominations for the 1964 TOC Awards which are given for excellence in training.

3. The Deputy Director for Support recommended that [REDACTED] be nominated as the Agency candidate for this award. [REDACTED] served as Chief, Junior Officer Training Program for a period of eleven years. Since his retirement as Chief, JOTP, in January 1964, he has served in the Office of Personnel in a temporary assignment as Recruitment Officer.

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4. Present plans call for the presentation of the TOC Awards on 9 June, but nominations must be submitted to Dr. Spector by 27 April 1964.

STATINTL

[REDACTED]

Director of Personnel

Attachments: A/S

Distribution:

- 0 - Return to D/Pers
- 1 - Signing Official
- 1 - ER
- 1 - DDS
- 1 - DTR
- 2 - D/Pers (1 w/held)
- 1 - BSD [REDACTED]

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OP/BSO/FDC [REDACTED] sac (21 April 1964)

64-1939/A

27 APR 1964

Dr. Hume Spector, Chairman
Training Officers Conference
Office of Career Development
Room 1132
U. S. Civil Service Commission
Washington, D. C. 20535

Dear Mr. Spector:

We are pleased to learn of your nomination as [REDACTED] for the Eighth Distinguished Service Award Program sponsored by the Training Officers Conference.

[REDACTED] has had a leading role in the development and direction of the Junior Officer Training Program in this Agency. We are proud of the excellence of our training program for junior officers and believe that the achievement of [REDACTED] in making this program a great success merit recognition by the training community.

I wish to express my appreciation for the continued effort of the Training Officers Conference to promote good management in Government by recognizing and encouraging distinguished service and excellence in the field of training.

Sincerely,

(SIGNED) JOHN A. MCCONE
John A. McCone
Director

Enclosures

Distribution:

- 0 & 2 - Addressee
- 1 - Signing Office:
- 1 - ER
- 2 - IDS
- 1 - PER
- 2 - [REDACTED] (11/29/64)
- 1 - BSO [REDACTED]

Originator: /s/ Emmett D. Echols
Director of Personnel

STATINTL [REDACTED]
Concurrence: [REDACTED]
Acting Deputy Director
for Support

OP/BSO/FDC [REDACTED] (21 April 1964)

23 APR 1964

TRAINING OFFICERS CONFERENCE

Washington, D. C.

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NOMINATION FOR

DISTINGUISHED SERVICE AWARD

Submit Nomination to:
Chairman, Awards Committee
Office of Career Development
Room 1332
U.S. Civil Service Commission
Washington, D. C. 20415

Submitted by: Central Intelligence Agency
Name: Mr. John A. McCone
Title: Director
Agency: Central Intelligence Agency
Business Address: 2430 E Street, N. W.
Washington, D.C. 20505

STATINTL

Nominee [REDACTED]
Title Chief, Junior Officer Training Program
Agency Central Intelligence Agency
Business Address 2430 E Street, N. W., Washington, D. C. 20505

Basis for Nomination

Please state briefly; (1) nature of contribution and (2) results of contribution.
Supplemental material may be attached.

STATINTL (1) NATURE OF CONTRIBUTION: As director of the CIA Junior Officer Training Program, [REDACTED] has made a significant and incomparable contribution to the success of the mission of this Agency. His eleven years in CIA have been devoted to the development and administration of the JOT Program which has now become the major source of trained professionals to ultimately fill those Agency positions at the GS-15 level and above. His constant efforts to improve the JOT Program are matched only by his high standards of performance and his capacity to engender in these Junior Officers a sense of maturity, responsibility, and dedication to public service. Because of his competence and vast knowledge and experience in the field of training, he has been involved in not only the training and career development of Junior Officers, but, also, the recruitment, the selection, and the placement of these career employees.

STATINTL (2) RESULTS OF CONTRIBUTION: The success of the JOT Program under the direction of [REDACTED] has advanced the quality of professional careerists in CIA and has furthered the objectives of our national intelligence effort. Competent authorities in the training community have called the JOT Program the best of its kind in Government and industry. It is the model for training programs now operated in various organizations in the United States. A Mid-Career Development Program, which in effect is a continuation of the JOT Program applied at a more mature level, has recently been established in CIA. The development of these career programs which are means of systematically selecting and preparing professionals in the field of intelligence has resulted in better utilization of human resources and in effectively replenishing the Agency's officer personnel ranks with young men and women qualified to be future leaders in the Agency. [REDACTED] has made a major contribution to the development of the training of Agency careerists which is of a high order of excellence. He was recently awarded the Intelligence Medal of Merit by the Director of CIA for his distinguished service.

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Central Intelligence Agency

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██████████ Chief of the CIA Junior Officer Training Program for eleven years, has often been referred to as Mr. JOT. The JOT Program was established in 1951 for the purpose of developing a hard core of carefully selected and highly-qualified officers who would make their career in CIA. Up until July 1952 when ██████████ took over the operation of the program, it was little more than a glorified recruitment effort. The JOT Program today, largely through the persistent drive and the capable direction of ██████████ is considered the best of its kind in government and among the best in the United States. It is the model for the training program now operated by the First National City Bank of New York City. The distinguished service of ██████████ was recently recognized by CIA in presenting him the Intelligence Medal of Merit, which is awarded for meritorious service and significant contributions to the accomplishment of the mission of the Agency.

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As Chief of the JOT Program, he had a leading role in the recruitment, the selection, the evaluation, and the placement of Junior Officer Trainees; and personally supervised their training; assignments and monitored their performance during their two-year training period. He acquired a superior and unique knowledge of the organization, functions, and objectives of the Agency, and used his knowledge to develop a program which has now become the major source of the Agency's trained professionals. The concept of the JOT Program is to meet long-range personnel needs of the Agency by training young men and women in theoretical and technical courses balanced by their practical application to the actual work of intelligence. Formal and on-the-job training assignments are geared to the individual's capability and interests, and, of course, to the needs of the Agency.

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██████████ led the program through some trying years. He was under great pressure to meet the constantly increasing requirements for qualified trained officers in administrative, scientific, and operational activities of the Agency in the face of increasing competition with business and industry which are always eagerly seeking young men and women with leadership potential. In spite of such problems, ██████████ consistently advocated and maintained high standards of excellence. His judgment of individual potential was very sound and he demanded and obtained from members of his staff and Junior Officer Trainees the highest level of performance and, at the same time, always merited and received their respect.

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██████████ retired as Chief of the JOT Program in January 1964. Because of his unusual ability and valuable experience, he was asked to serve in the JOT Recruitment Program after his retirement. He is currently serving in this capacity which is evidence of his enthusiasm for the Program and his dedication to the Agency.

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	UNCLASSIFIED	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security	4/21	[Signature]
2	[Redacted]		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
Attached for approval and comment are papers nominating [Redacted] [Redacted] for the Training Officers Conference Award.			
FOLD HERE TO RETURN TO SENDER			
[Redacted]		LINE NO.	DATE
[Redacted]		X6337	20 April 64

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